



**Peoria Housing Authority
Board of Commissioners
Regular Board Meeting**

MONDAY, FEBRUARY 24, 2014

MINUTES

OPENING: At 4:32 p.m., Chair Zika opened the meeting with the pledge of Allegiance, a moment of silence and a roll call.

ROLL CALL – Commissioners Present: Commissioner Chapai, Cannon, Fassino, Williams and Chair Zika.

COMMISSIONER LATE ARRIVAL: Commissioner McQuirter and Perkins' arrival @ 4:50 p.m.

COMMUNITY COMMENTS: There was none.

Minutes of the Regular Board Meeting on February 3, 2014 – Chair Zika asked if there were any comments, corrections, or changes to the minutes. Hearing none, Chair Zika asked for a motion to approve the minutes, moved by Commissioner Cannon, seconded by Commissioner Chapai. Roll call.

Ayes: Chapai, Cannon, Fassino, Williams and Chair Zika.

Nay: None, motion carried.

**CONSENT AGENDA AND RESOLUTIONS (ACTION ITEMS):
APPROVAL OF MINUTES:**

Chair Zika commented he would like to review each report, Financial, Section 8, Asset Management Memorandum and Operations separately then have one final vote on all four (4) reports. Beginning with the **Financial Report**, Chair Zika asked Matthew Kamradt, Finance Director, if there were any additions to the report. Mr. Kamradt reported financials were pulled due to year-end closing entries being incomplete and did not want to provide incomplete information to the Board. Chair Zika stated he agreed with that decision.

Q: Chair Zika then asked a question in reference to page 11, "Potential Rents Uncollected %". Chair Zika asked how the percentages are calculated. Chair Zika stated he did not understand the bottom half of the chart and asked for clarification.

R: Mr. Kamradt, will provide the clarification.

Q: Chair Zika then asked Ms. Elizabeth Lewis, Asset Management Director, why the increase in Scattered Sites November rents uncollected were 4%, and jumped in December to 14.25%.

R: Ms. Lewis responded this was a result of a couple of accounts that were finally closed out. Chair Zika then commented that overall, our average has decreased which is good.

Chair Zika called for any other questions or comments, hearing none, moved to the **Section 8 Reports**. Ms. Lewis asked at this time if she could go back to her previous comments so her statement would be on the record. Ms. Lewis added there are some accounts that are still pending and going through the system from September 2013. Moving forward, they would be reflected in the percentage of uncollected rents. Chair Zika commented the amounts should be reflected in the overall \$76,499.24, Tenant Accounts Receivable (TARS) amount. Discussion ensued.

Q: Moving back to the Section 8 Reports, Chair Zika asked Robin Redding, Section 8 Director, referencing page 13, why there was a decrease in January versus December.

R: Ms. Redding stated the number previously reported was the grand total figure, which did not exclude the SRO. Our goal for the year is without the Single Room Occupancy (SRO) or the 1575 amount.

Chair Zika then moved on to the **Asset Management Memorandum** and asked if there were any questions or comments.

Q: Commissioner Fassino asked about the eviction process referencing the last paragraph on page 17 stating "each attorney is only allowed 15 eviction cases per session," Commissioner Fassino asked what effect that will have on PHA and TAR's.

R: Ms. Lewis responded at one point evictions were held in two courtrooms. Now there is a change in the court system where evictions are only held in one courtroom. Each attorney in the City of Peoria has 15 eviction cases they can take to court. Ms. Lewis then asked Mr. Brian Mooty, PHA Legal Counsel to go into more detail regarding the process.

R: Brian Mooty stated that evictions are now held every Tuesday, two one-hour sessions at 10:00 a.m. and 2:00 p.m. Currently there are 15 cases per session or total of 30 cases per week. Commissioner Williams asked if these cases include the public. Mr. Mooty responded it includes first and all other appearances. We are competing with first appearance cases, but also continued pending cases as well. This new system has been in place since January 2014. Mr. Mooty briefly described the court process last year versus the change this year. Discussion ensued. Mr. Mooty further commented, he sent a letter earlier today to the Chief Judge, with copy to Ms. Elizabeth Lewis, Asset Management Director, and Brenda Coates, Chief Executive Director. The letter was identifying the problems in the future with the new court changes. Mr. Mooty then commented he mentioned in his letter with the new system and as the dates continue to accumulate, this will force the eviction cases to move further out because the capacity to handle the cases at this time is not favorable. Discussion ensued.

Mr. Mooty stated the judge indicated he hoped to have at least a preliminary response to his letter sometime this week. Mrs. Coates, commented she appreciated Mr. Mooty working to get the Chief Judge's assistance, but if PHA does not get the assistance to increase the caseload on the legal side, this will have a negative impact on the goals PHA has set for 2014. Discussion ensued. Chair Zika stated if Mr. Mooty needed assistance from the Board to let them know. Mr. Mooty stated he was optimistic he and the court could work something out. This will also benefit the court system.

Chair Zika then asked if there were any other questions concerning the Asset Management Memorandum, hearing none, he moved on to the **Operations Report** and asked if there were any additional questions or comments regarding the Consent Agenda Items, hearing none, Chair Zika called for a motion to approve the Financial Reports, Section 8 Reports, Asset

Management Memorandum, and Operations Reports. Moved by Commissioner McQuirter and seconded by Commissioner Cannon. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.

Nay: None, motion carried.

RESOLUTIONS:

#AR022414-01 – FY2013 Section 8 Management Assessment Program (SEMAP)

Chair Zika asked Ms. Robin Redding, Section 8 Director, if there were any additional comments she wanted to add to the report. Ms. Redding stated yes, for the FY2013 Section 8 Management Assessment Program, she wanted to remind the Board of the conversation with the previous Section Director regarding the goal of obtaining 95% submission rate for the SEMAP indicator number nine (9). PHA fell short of obtaining that goal and received a 94% instead of the 95%, which caused Section 8 to lose points on four (4) indicators. Mrs. Brenda Coates described what the 95% submission rate means and stated staff is addressing the problem. Detailed discussion ensued. Chair Zika then asked if there were any additional questions or comments, hearing none, Chair Zika asked a question regarding page 37, item 7c.

Q: Chair Zika asked Ms. Redding if the maps referenced are available for the Board to review electronically.

R: Ms. Redding responded what we have are maps of the City and are not electronic. They are obtained off the website and City Link. Ms. Lewis, Asset Management Director, then stated they are maps throughout Peoria County that shows areas that are not most poverty-stricken. Ms. Redding further responded we cannot plot Section 8 properties into these maps.

Q: Chair Zika then asked how we know if we are progressing on our goal to expand into non-poverty areas.

R: Ms. Lewis responded there is a report we run that shows all our Section 8 participants by zip code and it determines if we have made progress.

Q: Chair Zika then asked Ms. Lewis if, as a one-time only, share this electronic report with the Board.

R: Ms. Lewis responded yes. Chair Zika then called for a motion to approve Resolution #AR022414-01, FY2013 Section 8 Management Assessment Program (SEMAP). Moved by Commissioner Perkins, seconded by Commissioner McQuirter. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.

Nay: None, motion carried.

#AR022414-02 – Disposition of Appliances

Chair Zika asked Ms. Yvonne Long, Modernization and Development Director, if she had any additional comments. Ms. Long stated staff is requesting approval of disposition of appliances at Scattered Sites. Ms. Long then discussed the resolution and estimated cost of disposal.

Q: Chair Zika asked what happens when the contractor disposes of the appliances.

R: Ms. Long responded the contract has to provide proper disposal and verification.

Q: Commissioner Perkins asked if we recycle any of the parts.

R: Ms. Long responded very little because of limited storage space.

Chair Zika then asked if there were additional questions or comments, hearing none, called for a motion to approve Resolution #AR022414-02, Disposition of Appliances. Moved by Commissioner Williams, seconded by Commissioner Chapai. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.
Nay: None, motion carried.

#AR022414-03 – Approval to Adopt the Public Housing Assessment System Physical Inspections Recovery Plan for Fiscal Year Ending 2011

Ms. Lewis, Asset Management Director, stated she did not have any additional comments to add to the report. Mrs. Brenda Coates, Chief Executive Director, commented the Chicago HUD office officials need a resolution from the Board so they have the proper paperwork to close out 2011. Discussion ensued. After detailed discussion, Chair Zika asked if there were any additional questions or comments, hearing none, called for a motion to approve resolution #AR022414-03, Approval to Adopt the Public Housing Assessment System Physical Inspections Recovery Plan for Fiscal Year Ending 2011. Moved by Commissioner McQuirter, seconded by Commissioner Chapai. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.
Nay: None, motion carried.

#AR022414-04 – Employment Contract of the Chief Executive Officer

Chair Zika stated he would like to defer and vote on this resolution after Executive Session due to personnel matters discussed relative to this resolution.

OLD BUSINESS:

Sterling Towers Domestic and Fire Pump – Ms. Long, Modernization and Development Director, stated she had no additional information to report. Chair Zika asked if Ms. Long was comfortable with the progress. Ms. Long comments it is not moving as expeditiously as she would like; however, the investigation is ongoing.

Taft Redevelopment Update - Ms. Long stated she had no additional information to report at this time. Mrs. Brenda Coates, Chief Executive Officer, provided the Board with an update regarding the public hearings. Detailed discussion ensued.

Smoke-Free Policy – Mrs. Coates, Chief Executive Officer, reported last month staff was asked by Commissioner Cannon to obtain policies from other housing authorities. Kristin Buckholz, Community Relations Manager, was able to obtain one policy which was emailed to the Board earlier for review. PHA staff is specifically reviewing the policies to see how other authorities monitor their Smoke-Free Housing Policy they have in place. Mrs. Coates further stated staff should have the rest of the policies by next board meeting. As Mrs. Buckholz receives additional policies, she will forward that information to the Board for review. Detailed discussion ensued.

Q: Commissioner Cannon asked if staff has contacted and received any information from Indianapolis, IN, as requested.

R: Ms. Elizabeth Lewis, Asset Management Director, responded she contacted Indianapolis, IN, and their Board has approved the resolution to start the process.

Q: Commissioner Cannon asked if the policy is written and complete.

R: Ms. Lewis responded no, it is in the process of being written.

Commissioners stated they did not receive the email on the Smoke-Free Policy last week. Mrs. Buckholz was asked to resend the policy and Mrs. Buckholz responded she would.

NEW BUSINESS: - None Reported

CHIEF EXECUTIVE OFFICER'S REPORT: - Mrs. Brenda Coates, Chief Executive Officer, stated she did not have a written CEO report, but did have a couple of announcements. In mid-February, we received an announcement that Mr. Steve Meiss, Chicago HUD Director, retired last Friday. Secondly, last month PHA hosted the Tri-County Inter-Agency Council meeting at River West. A number of local and City officials (Mayors from Washington, East Peoria, Pekin) were present which gave us an opportunity to showcase River West. Mrs. Coates then commented, Ms. Yvonne Long, Modernization and Development Director, and Ms. Kate Jones attended the United Way Campaign Celebration. PHA received the 2013 Gold Achievement Award for the Campaign. PHA had 74% employee participation, 100% department participation and ultimately raised \$5,000.

Q: Chair Zika asked Kristin Buckholz, Community Relations Manager, if the speaker notes were complete for the Task Force Members.

R: Kristin responded they were still in the process of completing the notes. She continued by stating she still does not have all the answers completed for the questions they selected. Discussion ensued.

Mrs. Coates then asked Mrs. Buckholz if she would plan to get this information to the Board a week from today. Mrs. Buckholz responded yes.

BOARD COMMENTS:

Chair Zika mentioned on February 6th, the Board had a Working Policy Session with Keith Swiney, from Motivation Inc., who was working specifically with us relative to Asset Manager Training. Chair Zika stated he felt it was well worth his time. Other Board members present agreed.

Q: Chair Zika asked Ms. Lewis if Mr. Swiney had issued his report. Ms. Lewis, Asset Management Director, responded not at this time. Commissioner Perkins asked if Board members would receive copy. Ms. Lewis responded she would forward the copy to Mrs. Coates, who then can forward to the Board.

ADJOURNMENT INTO EXECUTIVE SESSION:

At approximately 5:30 p.m., Chair Zika asked if there were any other Board Comments, hearing none, Chair Zika called for a motion to move into Executive Session for the purpose of

Personnel, Real Estate, Collective Bargaining Agreement, and Litigation. Moved by Commissioner Fassino, seconded by Commissioner Chapai. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.
Nay: None, motion carried.

ADJOURNMENT OF EXECUTIVE SESSION:

At approximately 7:20 p.m. Chair Zika called for a motion to resume this regular Board meeting. Moved by Commissioner Perkins, seconded by Commissioner Cannon. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.
Nay: None, motion carried.

RESUME REGULAR BOARD MEETING:

At approximately 7:30 p.m. Chair Zika moved back into the Regular Board Meeting. Chair Zika asked for a motion to approve Resolution #AR022414-04, Employment Contract of the Chief Executive Officer. Moved by Commissioner Fassino, seconded by Commissioner Williams. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.
Nay: None, motion carried.

ADJOURNMENT OF REGULAR MEETING:

At approximately 7:31 p.m. Chair Zika asked for a motion to adjourn the Regular Board meeting. Moved by Commissioner Cannon, seconded by Commissioner Chapai. Roll call:

Ayes: Chapai, Cannon, McQuirter, Perkins, Fassino, Williams and Chair Zika.
Nay: None, motion carried.

Respectfully submitted by:



Arthur Perkins
Board Secretary

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